



## **CITY ADMINISTRATOR**

**Last Revision Date:** 10/01/2021 (Updated)

### **SUMMARY:**

Under general policy and executive guidance from the Mayor and City Council, the City Administrator plans, organizes, integrates, fiscally administers, reviews and evaluates the activities, operations, programs and services of the City of Lockport; serves as the top appointed executive in the City, responsible for all operations & carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and annual budget; ensures City government operations and functions effectively serve the needs of residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties assigned by the Mayor and/or City Council.

**Department:** Administration

**Type of Position:** Full-time

**Hours:** 40 hours/week

**FLSA Status:** Exempt

**Reports to:** Mayor and City Council

**Salary Range:** DOQ

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or logical to the position.)*

- The City Administrator shall be the chief administrative officer of the City and shall be responsible to the Mayor and City Council for the administration and operation of all of the affairs and the departments of the City.
- Responsible for the execution of all City ordinances and policies through direct supervision of all Department Heads and indirect supervision of all City employees.
- Meets periodically with Department Heads to determine needs, action plans and progress.
- Regularly monitors performance of Department Heads and provides coaching for performance improvement and development.
- Responsible for ensuring City departments are operated in a consistent manner while recognizing the necessary individuality of departments and the services they provide.
- Responsible for completing annual reviews of all Department Heads and administration staff.
- Responsible for ensuring the City is in compliance with all local, state and federal laws, policies and requirements.

- Responsible for reviewing and making recommendations to the City Council for changes in the City's Personnel Policy Manual.
- Establishes consistent hiring procedures across City departments, with the exception of sworn police personnel, and ensures hiring decisions are based on merit, qualifications, and experience.
- Responsible for hiring, termination, and discipline of all employees, excluding position appointed by the Mayor & City Council, in accordance with delegations of authority.
- Supports the Public Works Department, Finance Department, Community & Economic Development Department, and non-sworn police personnel in discipline matters and ensures appropriate documentation for the progressive discipline process. Supports Public Works and Police Department for union discipline process as provided in the collective bargaining agreements
- Responsible for development, in conjunction with the City Attorney, of all Council agendas, work plans, etc.
- Responsible for long and short range strategic planning for departments and the City as a whole, while working with elected officials and Department Heads.
- In conjunction with the Finance Director, Mayor, City Council, and the Department Heads develops and recommends adoption of the Annual Budget which provides the framework for the departmental operating priorities.
- Responsible for ensuring the City is operated on an ethically and financially sound basis with emphasis on constituent service and fiscal accountability.
- Works with the Finance Director to keep the Council advised of the financial condition of the City.
- Works with the Mayor, City Council and Department Heads to determine future needs of the City, to include infrastructure and resource plans and the capital improvement plan, and makes such recommendations as may be deemed desirable.
- Recommends to the governing body a standard schedule of pay for each appointive office and position the City service, including minimum, intermediate, and maximum rates.
- Maintains good public relations with key groups and individuals.
- Represents the City as principal point of contact (in conjunction with the Mayor) with citizens, businesses, community groups and others.
- Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services.
- Responsible for identifying the necessary resources to maximize the City's opportunity to benefit from external funding sources, including state, federal and private grant and other resources in all areas including infrastructure development, tourism, recreation, public safety, and community grants.
- Develops and maintains a strong working relationship with the press by serving as the Public Information Officer (main point of contact)
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council.
- Participates in professional and community organizations on behalf of the City and as part of the City's public affairs program; maintains good working relationships with key community constituencies.
- Responsible for ensuring continuation of economic development/redevelopment of the City; with City Council identified priorities.

- Serves as principal point of contact, in conjunction with the Community & Economic Development Director, for economic development projects requiring City Council action, including development of comprehensive reviews and recommendations involving all pertinent City departments.
- Proactively works with elected officials and local community organizations (to include: Lockport Chamber of Commerce, Lockport Main Street) to promote and grow business, industry, and population in the City of Lockport.
- Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training, and day- to-day management practices that support the City's mission, operating plans, and objectives.
- Ensures Department Heads and Supervisors within the City are receiving appropriate training, to include leadership and management topics relevant to the specific position.
- Directs and oversees the creation and maintenance of comprehensive, effective human resources management programs, policies and systems; works closely with Human Resources & City Attorney on hiring and termination best practices.
- Works closely with the City Attorney on direction and course of action involving legal matters and pending lawsuits.
- Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.
- Provide executive direction to the labor relations and collective bargaining functions.
- Leads contract negotiations with both collective bargaining groups (Local 150 & MAP #75)
- Recommends to the governing body (from time to time), adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
- Leads and coordinates bi-weekly Department Head meetings.
- Coordinates and facilitates interdepartmental projects.
- Attends all meetings of the City Council unless excused therefrom and take part in the discussion of all matters coming before the Council.
- Performs such other duties as may be required by the Mayor and Council, consistent with the City Code, law, or ordinances.

#### **QUALIFICATIONS:**

- Bachelor's degree in public/business administration, public policy, urban management, finance or related field; required
- Master's degree from an accredited university in business, finance, public administration, business management or a related field, preferred
- Seven (7) to ten (10) years of executive management experience, which includes responsibilities for operations, budgeting and managing personnel. Requiring direct years of service as a municipal administrator or manager;
- Possess a professional and engaging communication style applied equally and comfortably with residents, elected officials, the business community, and employees. Politically astute when presenting viable options for consideration; resilient in principle while adaptable to change.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge/Skill of:**

- The principles of municipal management and organizational practices
- Applicable laws and ordinances related to municipal government operations
- Pertinent Federal, state and local codes, laws and regulations.
- Microsoft Word, Excel, and PowerPoint

**Ability to:**

- Ability to work closely with elected officials to evaluate and enhance the quality of City services in the community
- Function as liaison between the Council, staff and the community;
- Maintain confidentiality of all materials to maintain integrity and to comply with rules and policies;
- Maintain attention to detail by prioritizing work and coordinating several activities simultaneously despite interruptions;
- Maintain integrity of work by taking responsibility and accountability for completion of work;
- Maintain punctuality and attendance at work

**Work Environment:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position, with or without reasonable accommodations.

- The noise level is usually moderate.
- While performing the duties of this position, the employee primarily works indoors in a business office environment, however event support will not always be indoors, as many events are outdoors and candidate will be expected to work those events
- The ability to operate the required office equipment in order to transmit and receive information with the necessary optical, auditory and manual dexterity

**ETHICS:**

Adheres to the Code of Ethics set forth by the Illinois City/County Management Association (ILCMA).

- Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
- Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- Recognize that the chief function of local government at all times is to serve the best interests of all people.
- Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

- Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
- Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
- Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

*\*The City of Lockport is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal laws.*